

Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

APPROVED

MINUTES OF THE NOVEMBER 27, 2023 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Tony Townsend (Albemarle)
Meredith Cole (Charlottesville)
Brandy Polanowski (Louisa)
Michael Powers (Albemarle)
Kathy Johnson Harris (Charlottesville)

Vice President Aleta Childs (Nelson)
Martha Ledford (Greene)
Peter Morville (Albemarle)
Anne Hemenway (Charlottesville)

OTHERS PRESENT

David Plunkett, Library Director
Jerry Carchedi, Business Manager
Brittany Eversberg, Circulation Manager
Willie Gentry, Louisa Board of Supervisors Liaison

Krista Farrell, Assistant Library Director
Sierra Hammons, Collection Specialist
Camille Thompson, Gordon Avenue Library Branch
Manager

CALL TO ORDER, REMOTE PARTICIPATION CONFIRMATION, & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson Madison Regional Library's (JMRL) Board of Trustees was convened on Monday, November 27, 2023 at 3:00 PM, at the Gordon Avenue Library (1500 Gordon Avenue, Charlottesville, VA 22903), and live streamed using videoconferencing software. (A recording of the meeting is available at: <https://www.youtube.com/watch?v=mCsbUKtVwzg>.) Trustee Harris moved that Aleta Child's request to attend today's meeting of the JMRL Board remotely due to a personal matter, specifically traveling out of state, be approved. Motion passed unanimously. Trustee Powers moved that Martha Ledford's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents her physical attendance be approved. Motion passed unanimously. Trustee Hemenway moved to approve the minutes for the October 23, 2023 Board Meeting as submitted. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced Camille Thompson, Gordon Avenue Library Branch Manager, who welcomed everyone in attendance to the Gordon Avenue Library and announced there would be a branch tour at the end of the Board meeting. No public comments.

TRUSTEE CONTINUING EDUCATION

Brittany Eversberg, JMRL's Circulation Manager, presented to the Board information on JMRL's Delivery Services.

COMMITTEE APPOINTMENTS AND REPORTS

1. Budget Committee Report

Trustee Childs reported that the Budget Committee met earlier this month and discussed the Proposed JMRL FY25 Budget. The Budget Committee is recommending the Proposed JMRL FY25 Budget to the Board for a vote.

OLD BUSINESS

1. Discussion and Potential Vote on Proposed JMRL FY25 Budget

Director Plunkett shared with the Board the proposed JMRL FY25 Budget. Director Plunkett reported that the operating expenses are stable between FY24 and the proposed FY25 Budget, with only a .2% increase. Personnel expenses increased from FY24 with a total increase of 4.8% for the proposed FY25 Budget. The proposed FY25 Budget includes only two of

the operational requests that JMRL's managers requested: 100 additional substitute hours at Louisa and upgrading a position at Greene from a part-time Children's Specialist to a full-time Young Adult Librarian. The proposed FY25 Budget also includes a 2% cost of living pay increase for all staff, as well as an additional 3% pay increase (5% total) for staff that have been employed with JMRL for under eight years, and an additional 5% pay increase (7% total) for staff that have been employed with JMRL for over eight years. Trustee Harris moved to approve the Proposed JMRL FY25 Budget as submitted by the Budget Committee. The motion passed unanimously.

COMMITTEE APPOINTMENTS AND REPORTS (CONTINUED)

2. Central Renovation Working Group Report

Trustee Hemenway reported on Working Group meetings with Charlottesville and Albemarle staff and elected officials.

3. Five-Year Plan Committee Report

Trustee Cole reported that the Five-Year Plan Committee met in November and formed a sub-committee to condense what has been written so far on the FY25-29 Five-Year Plan; the sub-committee will meet in early December. The full Five-Year Plan Committee will meet in February. The Five-Year Plan Committee reviewed the results of the recent public survey. Trustee Cole reported that the Committee aims to get a full draft of the new Five-Year Plan to the Board in April, which will need a final vote in June.

NEW BUSINESS

1. Discussion and Potential Motion for Job Description Revision Project

Director Plunkett reported that the City of Charlottesville is hiring an outside group to rewrite the internal City job descriptions and announced that JMRL has the opportunity to be included in this study, which will cost up to \$37,000. Director Plunkett recommended expenditure for this study. Trustee Harris moved that the Board authorize JMRL to expend up to \$37,000 to participate in the City of Charlottesville's contracted job description revision project from the library operating costs in FY24. The motion passed unanimously.

2. Potential First Reading of Policy 5.6 (Signage)

Policy 5.6 (Signage) was presented to the Board for a first reading. Policy 5.6 will be presented to the Board next month for a potential vote.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Drive-up window service at Gordon Avenue Library is installed and will begin services starting Monday. JMRL's Greene County Library Branch Manager, Ginny Reese, retired last Wednesday and JMRL's Young Adult Services Coordinator, Tim Carrier, retired last month; hiring for these two positions is currently underway. Director Plunkett thanked Brittany Eversberg for coordinating the JMRL Food Drive which collected 600 pounds of donations, so far. The book vending device for Nellysford, funded by the Grow Nelson Library, has been ordered and should potentially arrive in February or March 2024. The book vending device will be located at the Nellysford Shopping Center.

OTHER MATTERS

Trustee Polanowski asked for a status update regarding the repair of the lockers at the Louisa County Library. Director Plunkett stated JMRL is currently awaiting repair parts for the lockers, but there is no eta at this time.

FUTURE AGENDA ITEMS

Possible future agenda items include a potential vote on Policy 5.6 (Signage), reports from the Policy Committee and the Central Library Working Group, and a presentation on the survey results from the Five-Year Plan. The next Board Meeting will be December 18, 2023 at the Northside Library.

ADJOURNMENT

The meeting adjourned at 4:08pm.
